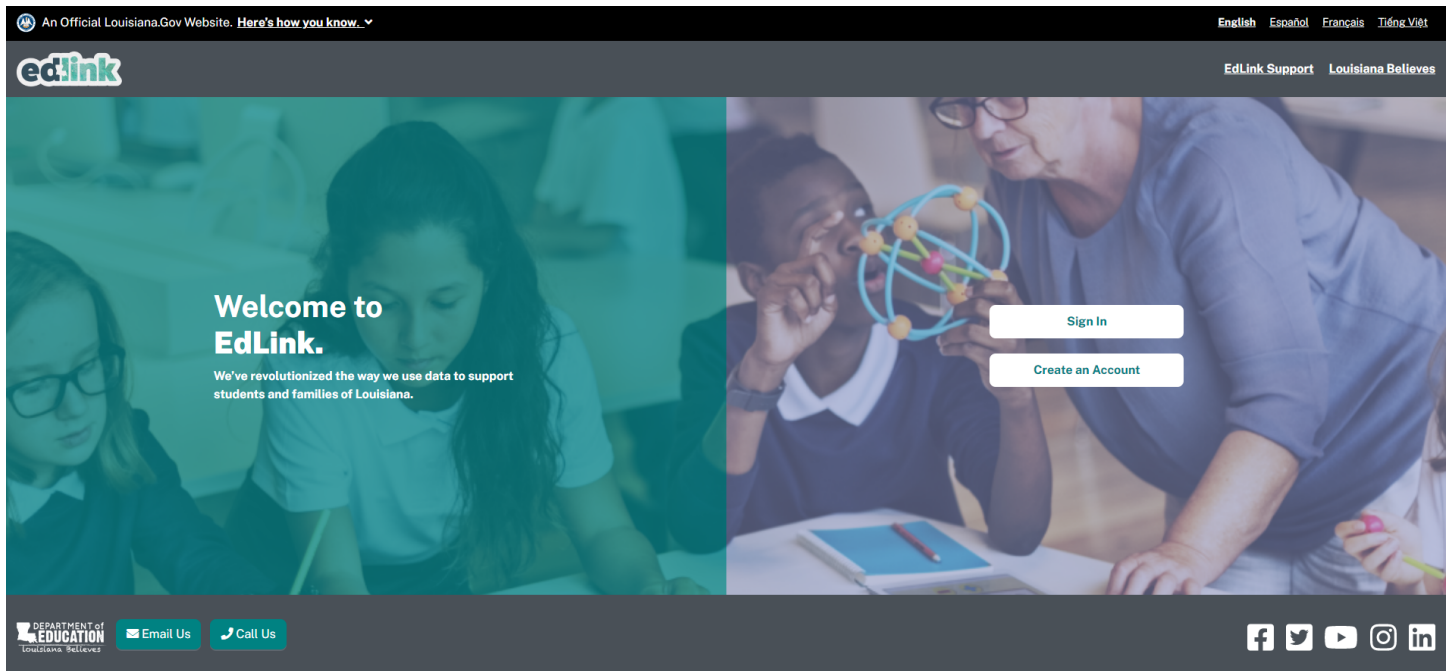


A major component of gaining access to any LDOE data system that utilizes EdLink Security is setting up credentials (a username and password) and linking that username to the user's unique identifier (eScholar Staff ID). EdLink features an automated process that users may utilize to walk them through the process to create a username and password and link it to their eScholar Staff ID.

Gaining Credentials

- Credentials should be created by the user. Security Coordinators and user supervisors should NOT create a username and password on behalf of the user.
- Users may create their username and password in [EdLink](https://ldoe.edlink.la.gov/#/) (<https://ldoe.edlink.la.gov/#/>).
- Users who already have a MyLA username and password should click on *Sign In*. All other users should click on *Create an Account*.
 - Note: You may already have a MyLA username and password if you have had interactions with DCFS for purposes of child support, foster care, Pandemic EBT, etc. or with LDOE for usage of EdLink 360 - the LDOE Data Warehouse.



Brand New Users

- **Brand New Users are those who do not currently have a MyLA username and password.**
- Click *Create an Account* on the EdLink homepage.
- Review what a MyLA account is and what EdLink is then continue to create your account by either clicking on the hyperlinked words *Create an EdLink Account* or by clicking on the button at the bottom that says *Continue to MyLA*.

Create an EdLink Account

EdLink uses MyLA.gov to keep all of your contact information and passwords for Louisiana government websites in one place.

What is the EdLink system?

LDOE's EdLink system is an application that serves Providers, Parents, and Students across many phases of a student's progression from Early Childhood through K-12 schooling. It assists with the State's goal of providing accountability, standards, and administration of its Education Programs.

What is MyLA?

MyLa.Gov is a service by Louisiana's government which allows you to create a single way to login to participating Louisiana government websites. This will help us make it easier and more efficient for you to do business with Louisiana state agencies

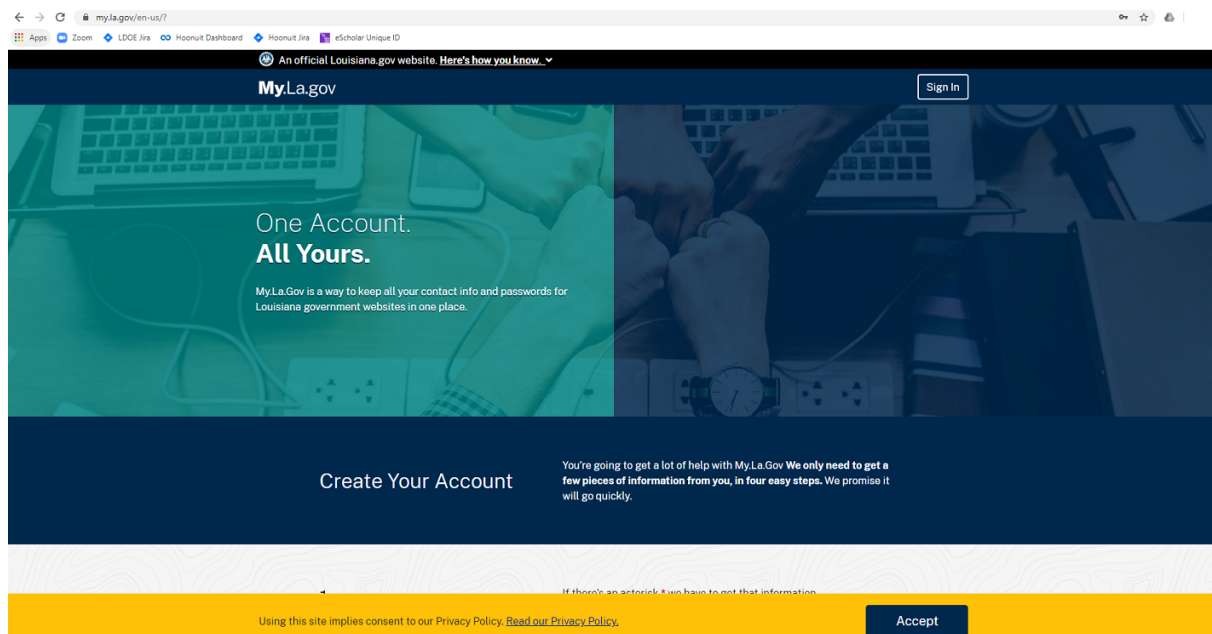
Create a MyLA Account

Continue to the MyLa account creation page by clicking the button below. You will receive an email confirmation link once your account is created. After you confirm your email, you will be able to return to the EdLink welcome page and Sign In using your MyLa login and password.

← Back

Continue to MyLA →

- Create Username and Password



- Click “Read our Privacy Policy” to review the MyLA privacy policy and click “Accept” to accept it.

Using this site implies consent to our Privacy Policy. [Read our Privacy Policy.](#)

Accept

- Scroll down on the page to find space to create your account. Fill in the questions. Required fields are marked with an *. Help links are available on some fields to give you more information.

Create Your Account

You're going to get a lot of help with MyLa.Gov We only need to get a few pieces of information from you, in four easy steps. We promise it will go quickly.

1

Tell us about yourself.

If there's an asterisk * we have to get that information.

* First Name

Middle Names

This is optional.

* Last Name

[Next Section](#)

Usernames must be at least 8 characters. Click on “Want help making a user ID” to see more about what is required in a username. Remember, this ID will be used to log into LDOE systems. Please use something unique, but easy for you to remember such as your name.

2

Let's start your account.

We need to get some information to start. We'll ask you to create a User ID and a password.

If there's an asterisk * we have to get that information.

* User ID

[Want help making a User ID?](#)

* Password

☐ Show Passwords

[Want help making a Password?](#)

* Confirm Password

[Previous Section](#) [Next Section](#)

Please use your work email address for your account.

3

Let's set a PIN.

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!

If there's an asterisk * we have to get that information.

* New PIN

* Confirm New PIN

[Previous Section](#)

[Next Section](#)

4

How should we contact you?

If there's an asterisk * we have to get that information.

Telephone

You only have to type the numbers, nothing else. Start with your area code.

* Email Address

[Previous Section](#)

[Next Section](#)

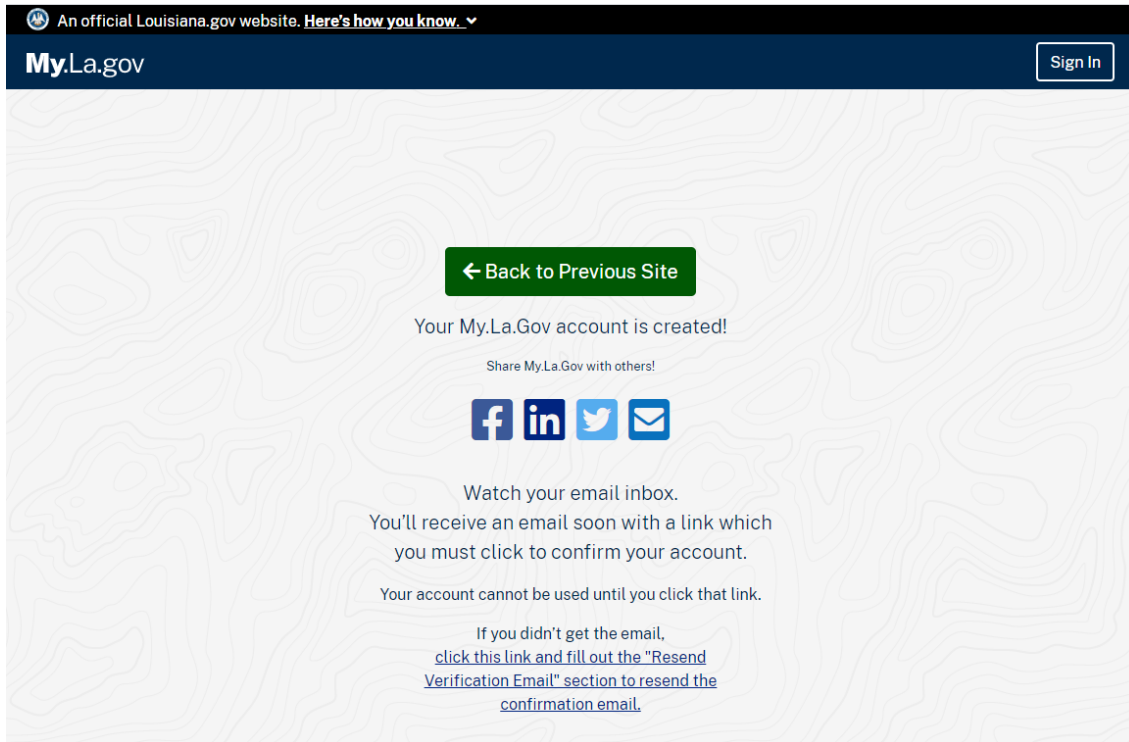


Click "Create Your Account" when finished.

That's it!

Create Your Account

- You will receive a confirmation page and confirmation email. You must click the link in the confirmation email to activate your account.



eml-svc-iam-uat-ea

[Action Required] Please Confirm Your Email Address

To

Hello

In order to complete the account creation process, please click the hyperlink below ("Confirm Your Email") to confirm that you have received this email.

After clicking this link you will be directed back to the Self-Service Portal to log in with your User ID and password.

Confirm Your Email



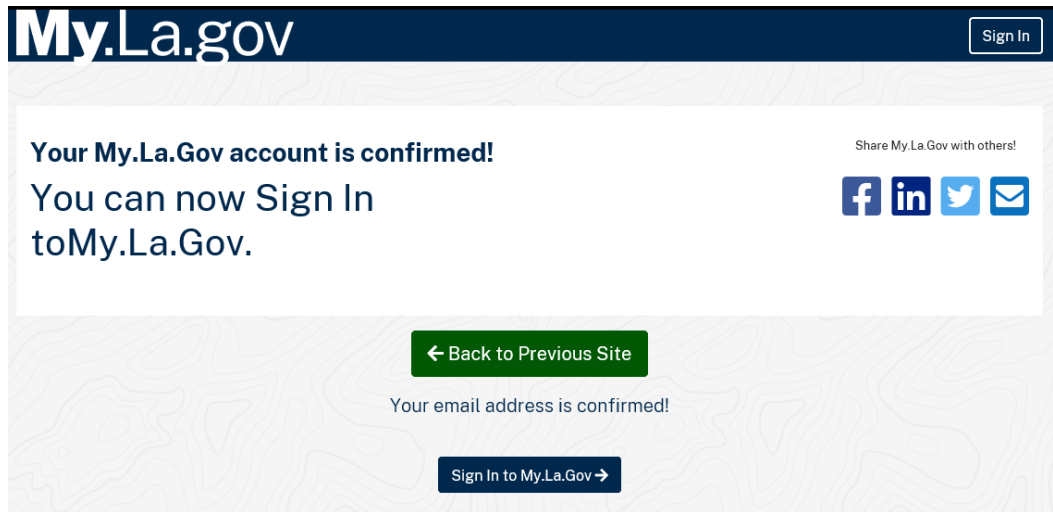
This link will expire in 24 hours.

Details: Our records indicate that you have initiated the creation of a State of Louisiana account with User ID kaylieloupe on 04/07/2020 at 13:55:34.

Thank you,
Louisiana Access Service Technology

NOTE: Please do not reply to this message. Email sent to this address is not monitored.

- You will receive this screen when your email has been confirmed.



Existing Users

- *Existing users are those who already have a MyLA username and password, but may or may not have their username linked to the eScholar Staff ID for the purposes of using that username and password to do business with LDOE.*
- Click *Sign In* on the EdLink homepage.
- Log in with your MyLA username and password.



This is an official Louisiana.gov website. [Here's how you know.](#) ▼

My.La.gov

ACCOUNT HELP

My.La.gov

 Sign In

* User ID

kaylieloupe

* Password

.....

☐ Show Password

Sign In

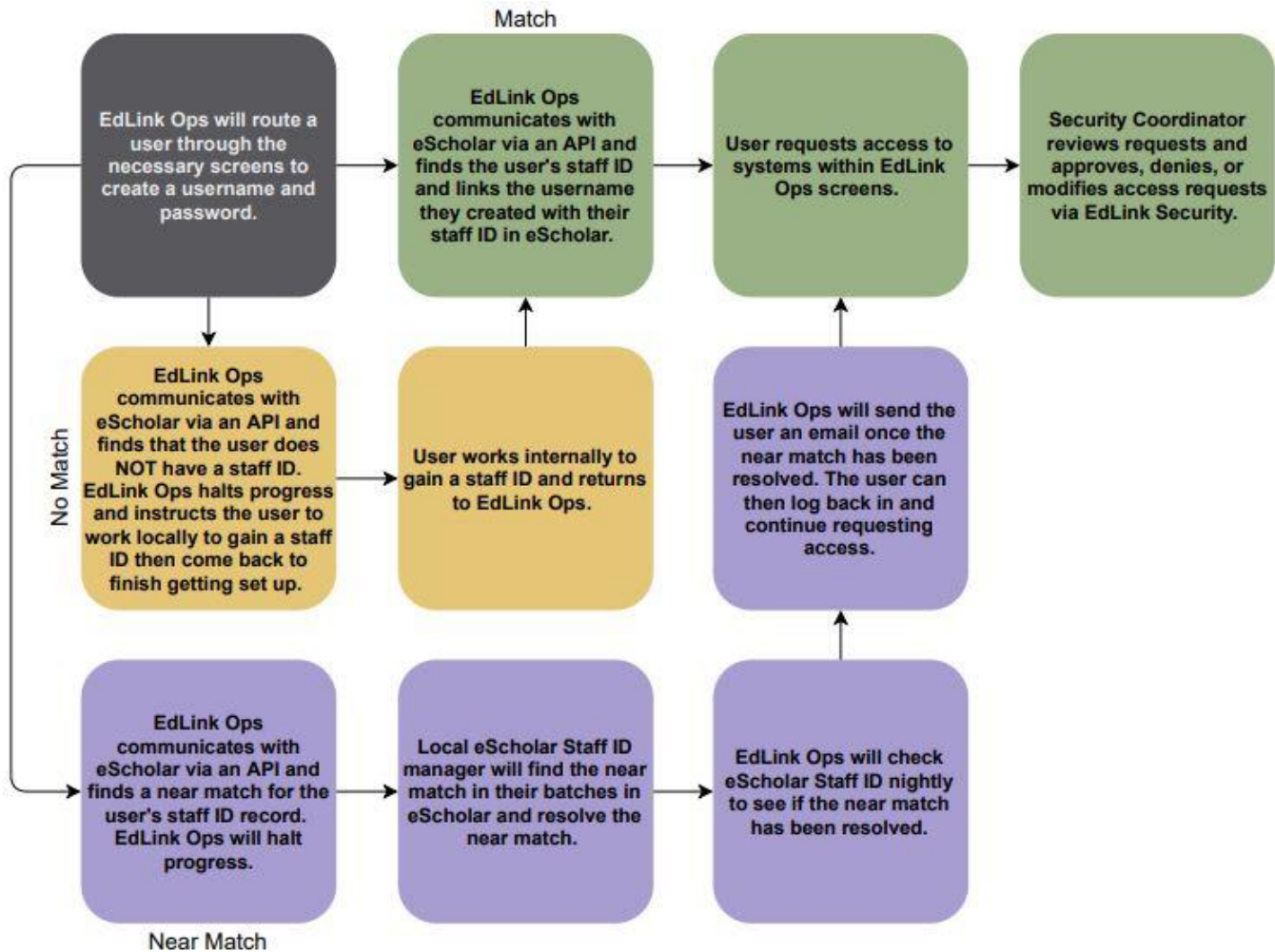
Need help? [Click here to get help logging in.](#)

Initiating Username and Staff ID Linkage

- After creating a username and password, sign into [EdLink](https://ldoe.edlink.la.gov/#/) (https://ldoe.edlink.la.gov/#/).
- Complete your EdLink User Profile in order to link your username with your eScholar Staff ID.
- Click *Save*.
- Log out, then log back in and your username will link with your staff ID.
- This page is secure and your information will not be accessed by LDOE. This information will be utilized to connect the username that you created with your eScholar Staff ID. After you have created your profile and your username and staff ID are linked you will be identified within the system by your name, username, and staff ID only.

Automated Linking of Username to Staff ID Workflow

EdLink and eScholar will follow a workflow to either link your username with an existing Staff ID or notify your eScholar data manager that your information needs to be reconciled with existing data in eScholar that may be a near match.



Requesting Access to a System

- After a user's username and staff ID are linked the user will be able to request access to an LDOE data system. Users may navigate to the screen to request access either from EdLink or by using the direct link to [EdLink Security](https://registration.edlink.la.gov/) (<https://registration.edlink.la.gov/>).
- Steps for navigating the EdLink Security portal can be found in the EdLink Security User Guide.